

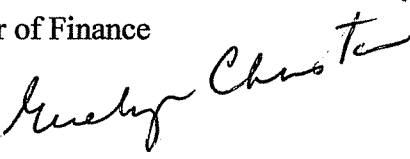
Charles E. Bennett Elementary School

1 South Oakridge Avenue
Green Cove Springs, FL 32043
(904) 529-2126
(904) 529-2133 – FAX

Evelyn S. Chastain
Principal

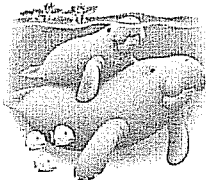
www.clay.k12.fl.us/ceb/

Mark G. Phelps
Assistant Principal

To: Sonya Findley, Director of Finance
From: Evelyn Chastain
Date: November 30, 2009 
Re: Request to establish Petty Cash Fund

Please accept this request to initiate a Petty Cash Fund at Charles E. Bennett Elementary. I understand the purpose of the fund is for low-cost incidental items and emergency purchases as established in the Clay County School District Petty Cash Fund General Rules. Funds can be drawn from 0100-5100-510-0071-0000 in the amount of \$300 to initiate this request.

Thank you for taking this before the Clay County School Board for approval.



Robert M. Paterson Elementary

5400 Pine Avenue
Fleming Island, FL 32003
(904) 278-2078 – (904) 278-2093 (Fax)
<http://www.clay.k12.fl.us/rmp>



Terry Grieninger, Principal

Pamela L. White, Assistant Principal

November 6, 2009

Ms. Sonya Findley
Director of Finance
Clay County School District

Dear Sonya:

Please accept this letter as a request to establish a petty cash fund in the amount of \$300 for Paterson Elementary. It will be used to purchase impromptu expenses such as; food items, photo supplies, art supplies, paper goods and other miscellaneous items not available in the Clay County warehouse.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Terry Grieninger".

Terry Grieninger
Principal

Plantation Oaks Elementary

4150 Plantation Oaks Blvd.
Orange Park, FL 32065

Phone: 904-214-7474
Fax: 904-214-7477
www.clay.k12.fl.us

Mrs. Lee Oliver
Principal

Mrs. Kim Morrison
Assistant Principal



December 1, 2009

Sonya Findley
Finance Department
School District of Clay County
900 Walnut Street
Green Cove Springs, FL 32043

Re: Petty Cash

To Sonya Findley:

Plantation Oaks Elementary School is requesting \$300.00 in petty cash funds. This money will be used to make change, low-cost incidental items and emergency purchases. Thank you in advance for your support and approval.

Sincerely,

A handwritten signature in cursive script that reads "Lee Oliver". The signature is written in black ink and is positioned above the printed name.

Lee Oliver
Principal

LO:ckdi